

# Contest a Set-off Match

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## Process

[SET-OFF PROCESSING](#)

## Effective Date

08/16/2005

## Purpose

The Contest a Set-off Match task provides specific instructions on how to enter a contested date for a set-off match. Once a match has been offered to your Agency, you must notify the debtors in writing that available funds resources have been matched to an outstanding debt and that the debtor has the right to contest the claim. This notification letter must be sent to the debtor within 10 calendar days of the match. The debtor has the right to contest or question the debt/claim. The debtor must send written notification to contest the claim within 30 calendar days of the postmark date on letter. A hearing process is required by law and is documented in Sections 58.1-526 & 58.1-527 of the *Code of Virginia*. There is no limit to the length of time the match can be in "Contested" status; however, you are required to verify the status of the contested claim. Both the initial contested date and follow-up dates must be entered into the Set-off system. You may enter the contested date on-line or submit the information to TAX by batch via EESMC. The following Special Notes and Procedure will assist you in contesting a set-off match on-line.

## Special Notes

- TAX notifies Set-off Agencies, via e-mail, when a file is being sent and upon receipt of the e-mail you should download the file from the EESMC. However, you should check the EESMC daily for various files in the event the person receiving the e-mail is not available and the e-mail is not opened on the day sent by TAX.
- Matches are processed nightly and the next day each Set-off Agency receives their matches via EESMC.
- A set-off match must be certified before a set-off match can be contested.
- Matches are contested on-line or by batch. This task does not address how a match is contested by the batch process.

## Procedure

### Responsibility

Set-off Agency Representative

### Steps

1. Access the Certify-Contest External Offset window.
  - A. Select "Setoffs" from the Tax Information" menu of IRMS's Main window.
  - B. Select "Certify/Contest External Offset" from the Set-offs menu.
2. Locate the Match ID for the claim.

- A. Enter the Match ID in the Match ID field.
  - B. Click FIND to display the specific match.
3. Verify that the match is correct.
4. Contest the Set-off Match.
  - A. Verify that the set-off match has a certification date in the appropriate field.
  - B. If there is no Certification Date, certify the match.  
Please refer to TASK: [Certify a Set-off Match](#)
  - C. Enter the "Contested Date" in the MM/DD/YYYY format.
  - D. Save the entry by clicking SAVE.
5. Follow your agency's Policies and Procedures for documenting for future reference.

## Published Date

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